

NAF PERSONNEL OFFICE (LC)
MWR & VQ little creek
VACANCY ANNOUNCEMENT

02/12/04

Does not confer to Civil Service Status

POSITION: **Operations Clerk**
 Grade: NF-0303-02
 Salary: \$8.00-\$11.00
LOCATION: MWR Dept., Child Development/NSA
 NAB Little Creek, Norfolk VA 23521

ANNOUNCEMENT # LC-26-04

CLOSING DATE: Open Until Filled

AREA OF CONSIDERATION: Open

(1) Position (s), Regular Part-time

NOTE: No relocation costs will be paid

Direct Deposit of salary is a condition of employment

DUTIES: Incumbent performs a combination of duties related to one or more components of the Child Development Program (CDP). Prepares and maintains assigned reports, correspondence, and statistical and financial data pertaining to components within Child Development Program (e.g., CDC, CDH, and R&R). Provides front desk coverage, logs children in and out of facility, informs and answers questions regarding programs and services patron financial obligations, waiting lists, events, and policies and procedures. May assist with dissemination of information to CDH Providers regarding training schedules, certification process, application status, etc. May perform assigned resource and referral duties. Ensures child registration and enrollment paperwork is complete and current. Maintains current waiting list. Reviews and submits completed paperwork for background checks. Collects fees and charges and records payments in accordance with procedures. Notifies supervisor of all delinquent payments. Completes a daily activity report and ensures proper deposit of funds in accordance with establishes cash handling procedures. Maintains office files and records. Takes telephone calls and responds to inquiries, referring calls to supervisor or other personnel when appropriate. Takes messages and returns calls. Provides required information to requesting agencies, which include but are not limited to, Family Advocacy, Naval Investigative Services, Environmental, and Safety and Fire personnel. Prepares necessary daily, weekly and monthly reports in compliance with reporting policies and procedures and ensures they are submitted in a timely manner. Conducts research of records and follows up in order to resolve discrepancies and problems. Notifies supervisor of any discrepancies found and informs supervisor of any issues/problems that cannot be resolved. Responsible for monitoring all supplies and resources. Notifies supervisor of items that need to be ordered. Conducts required inventories. Performs other related duties as assigned.

QUALIFICATIONS: High School graduate or equivalent and two years administrative experience. Knowledge of administrative support functions to include general office computer automation software, practices and procedures. Ability to effectively communicate and follow directions verbally and in writing (in English). Possess strong interpersonal skills. Satisfactorily complete background check IAW PL 101-647 to include NACI. Present favorable pre-employment physical and evidence of immunization and be free of communicable diseases and provide pre-employment documentation within three days of employment. Must complete all Navy Child Development training requirements within specified timeframe to include CPR, First Aid, and Child Abuse and Neglect Recognition/Prevention. May be required to work uncommon tour of duty. Knowledge of administrative support functions, general office automation software, practices and procedures. Requires a qualified typist and ability to utilize office automation equipment (computers, and related equipment) in order to accomplish various work assignments. Ability to maintain records and reports. Knowledge of Military Child Development Center, Child development home, and Resource & Referral. Knowledge of accounting and inventory principles and procedures. Cash handling required. Ability to follow written and verbal instructions. Ability to communicate effectively with others.

-FILING INSTRUCTIONS: Applicants must submit a completed application and preference documents to: NAF Personnel Office, NAB Little Creek, 1432 Hewitt Drive, Norfolk VA 23521.

-NOTE: Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

-EMPLOYMENT PREFERENCES: To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

-MILITARY SPOUSE: Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

- VETERAN: Attach copy of DD214

-INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS: Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

-ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code.

-Active Duty Military: Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors."

Web Site: www.nsa-norva.navy.mil

JOBS Line: 440-JOBS (5627)